

# MESSAGE FROM THE VICE PRESIDENT, ACADEMIC



**Welcome to BCIT, and thank you for your willingness to serve on a BCIT Program Advisory Committee.**

This guide has been prepared to provide you with some background information on the institute, the function of the Program Advisory Committees, and the responsibilities of members.

As a Program Advisory Committee member, you are joining a group of people who are very important to BCIT. Maintaining close ties with business and industry is BCIT's guiding principle for quality control and curriculum development. These links ensure that each program has the benefit of individuals who have the expertise to advise the faculty and administration about the knowledge and skills required by graduates for employment in specific careers. It is a system which dates back more than 30 years to the founding of the institute, and it is one of the cornerstones of BCIT's reputation for job-ready graduates.

In addition to advice on curriculum, Program Advisory Committees are a most valuable source of information on matters such as:

- forecasting the number of graduates required by business and industry from individual programs;
- providing feedback on the performance of graduates;
- equipment and other resources required for training purposes;
- advocacy on issues affecting BCIT and its mandate that members support.

Many Program Advisory Committees also assist in obtaining practical experience opportunities for students and in procuring bursary and scholarship support.

## **You have our ear**

To ensure that the institute makes full use of the talents and skills of Program Advisory Committee members, we have recently strengthened our liaison activities. We want your advice, and we want you to know you will be heard.

Through close contact with their program area, Advisory Committee members have a keen interest in the success of the program: the curriculum, the faculty and students, the facilities required and, of course, the acceptance of the graduates by

employers. Program Advisory Committee members have a commitment to ensuring the excellence of the program and want to be assured that it will continue to meet the demands of the industry. It is this kind of commitment that helps us to maintain standards and it is one of the reasons for the excellent support given to BCIT by employers.

From a broad perspective, it is also important to see the program in relation to the whole enterprise of BCIT. This may be the case when, for some reason or another, BCIT is required to respond in a measured manner to a specific program recommendation. As a member of a Program Advisory Committee, from time to time you may find it necessary to balance the goals of the program in relation to the mandate, resources, and priorities of the institute as a whole. We hope that contact with senior staff members will provide you with that institute-wide perspective.

We never cease to be impressed by the loyalty that business and industry have for BCIT, and by the generosity with which they contribute expertise to training programs. This commitment to BCIT has enabled the institute to develop and grow, not only in terms of numbers of programs and students, but in the diversification of services and its ability to meet its mandate with confidence and enthusiasm.

If, at any time, you feel your message is not getting through, please feel free to contact me through my Executive Assistant at 604.432.8730.

Again, thank you for becoming part of the advisory group. We value your participation and we hope that you will find your experience at BCIT stimulating and rewarding.



Dr. Tom Roemer  
Vice President, Academic



# Goals & Objectives for Program Advisory Committees



In support of BCIT's mandate, strategic planning process, and three-year planning cycle, Program Advisory Committees are encouraged to consider the following goals and objectives when planning their agenda.

## Goals

- To assist the institute, the school, and the program in achieving and maintaining a high quality training program to provide industry with job-ready graduates who have appropriate knowledge, skills and attitudes.

## Objectives

- To establish appropriate communication links with the BCIT Board, Administration, and Faculty.
- To review BCIT's mandate and to assist the programs in achieving their goals within the mandate.
- To review and comment on program quality in several significant aspects including curriculum, facilities and equipment, instruction, and delivery methods.
- To ensure effective operation of the Advisory Committee.

## Planning Issues

- Confirm or re-establish full Advisory Committee membership and committee chair.
- Review and comment on three-year capital equipment upgrade plan for the program.
- Review a five-year employment forecast and discuss trends which could impact the program.
- Review curriculum, instruction, and delivery method with respect to a five-year forecast.

## Meetings

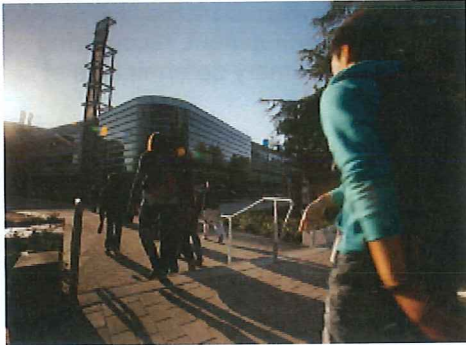
- Two or more Advisory Committee meetings per year.
- One meeting per year involving the BCIT Board of Governors and Advisory Committee Chairs.
- Meetings of subcommittees as required.

## Annual Program Report

- The Chair of the Advisory Committee submits a report annually, summarizing the Advisory Committee's general assessment of the program.



# Orientation Information for Program Advisory Committee Members



## Our Vision

BCIT: Integral to the economic, social and environmental prosperity of British Columbia.

## Mission Statement

The mission of BCIT is to serve the success of learners and employers:

- by providing high quality technical and professional education and training that supports our graduates as practitioners and as citizens; and
- by advancing the state-of-practice.

## Mandate

BCIT's foundation is comprised of certificates, diplomas and degrees – the entry-to-practice credentials that lead to rewarding careers. These are enhanced by programs and courses that are coordinated with career development and growth of the practitioner, and include industry services, advanced studies and continuing education.

BCIT offers experiential and contextual teaching and learning with the interdisciplinary experiences that model the evolving work environment.

BCIT conducts applied research to enhance the learner experience and advance the state-of-practice.

BCIT exercises its provincial mandate by collaborating with the post-secondary system and employers in activities that improve learner access and success.

## Commitments to our Stakeholders

BCIT is committed to:

- providing a learner experience that supports learners as individuals, provides superior returns on their investment, and actively supports lifetime career success;
- the success of employers by educating and training practitioners capable of being immediately productive, being a source of new ideas, and advancing the state-of-practice;
- being responsive and adaptive to the evolving needs of British Columbia; and

- prudently stewarding resources entrusted to it in a manner that provides the citizens of British Columbia with the best possible return on their investments.

## Commitments to Ourselves

BCIT is committed to:

- valuing employees as individuals by supporting their ambitions, encouraging their development, recognizing their achievements and promoting their well-being. We understand that we are the primary determinants of BCIT's future and success;
- continuous improvement and performance measurement. We will constantly ask ourselves how we define success, measure our results, and improve performance;
- a culture of team work. Our decision-making processes are transparent and based on engagement with stakeholders. We will share our challenges and celebrate our successes; and
- a sustainable financial strategy that will ensure BCIT is appropriately resourced. This will entail actively pursuing public and private funding, developing entrepreneurial approaches aligned with our mandate, and making the decisions necessary to support the things that we do best.



# Goals & Objectives for Program Advisory Committees



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## Program Advisory Committees

Policy No.:	5404
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
Current Approved Date:	2011 Nov 22

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### Policy Statement

Each BCIT program or cluster of programs is required to have a Program Advisory Committee (PAC). PACs give strategic advice and assistance to their related BCIT programs.

### Purpose of Policy

The purpose of this policy and the related procedures is to provide guidance to program areas on the formation and operation of a PAC.

### Application of this Policy

This policy applies to:

- Deans, associate deans, and chief instructors/program heads who are responsible for programs and PACs
- The VP Education, Research and International
- The BCIT Board of Governors
- The PAC members and chairpersons

### Related Documents and Legislation

- BC Colleges and Institutes Act
- BC Degree Quality Assessment Board Guidelines and Criteria

### Definitions

Definitions that apply to Education Council policies are contained in Policy 5100, Educational Policy Terms.

### Mandate and Composition of PACs

#### Mandate

PACs give strategic advice and assistance to their related BCIT programs. They provide feedback on industry changes, overall trends that may affect the curriculum and employability of graduates, and the general health of the subject industry. In addition, PACs review proposals for major curriculum changes or new programs, and endorse or make recommendations on such proposals.

#### Composition

A PAC is comprised of a program-relevant cross-section of representatives from employers, alumni, the professions, and other industry representatives. No BCIT employee may be a member of a PAC. Each PAC is encouraged to have a non-voting student representative.

All appointments are for a term of three years. Committee membership will not normally exceed six years.

All members of a PAC (except student representatives) are voting members.

A chair is elected by the members of a PAC to serve for a term of two years.

An ad-hoc PAC may be established when a new program is being developed. The ad-hoc PAC may become a permanent PAC if so designated by the VP Education, Research and International.

### **Meeting Frequency**

The frequency and method of meetings depend on the needs of the program area and are established by the chair; however, PACs should hold a minimum of two meetings per academic year.

### **Annual Reports**

Each PAC submits an Annual Report to the Board of Governors at the end of each academic year outlining major accomplishments, recommendations for program improvement, and any program-related concerns it has identified.

## **Duties & Responsibilities**

Program heads/chief instructors, the associate deans, and the deans are responsible for nominating new PAC members.

The VP Education, Research and International is responsible for reviewing and approving the nominations. The VP Education, Research and International reports membership additions and terminations to the Board of Governors.

PAC chairs are responsible for scheduling and presiding over meetings, preparing meeting agendas, and seeing to the recording of meeting minutes and the preparation of annual reports.

## **Procedures Associated With This Policy**

5404-PR1, Program Advisory Committee Processes

## **Forms Associated With This Policy**

See Procedures.

## **Amendment History**

Policy 5004 was retired in 2011; this Policy 5404 is one of a series of policies and procedures created to replace it.

1. Created 2011 Nov 22

## **Scheduled Review Date**

2016 Nov 1



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## Program Advisory Committee Processes

Procedure No.:	5404-PR1
Policy Reference:	5404
Category:	Education
Department Responsible:	Education Council
Current Approved Date:	2011 Nov 22

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### Objectives

This procedure applies directly to Policy 5404, Program Advisory Committees. This procedure explains the process for:

- Selecting the membership and chair person
- Conducting meetings
- Documenting the meetings and committee output

### Who Does This Procedure Apply To?

This procedure applies to:

- Deans, associate deans, and chief instructors/program heads who are responsible for programs and PACs
- The VP Education, Research and International
- The BCIT Board of Governors
- The PAC members and chairpersons

### Procedure

#### Nomination and Appointment of Members

All PAC members are nominated by program areas, and are approved by the VP Education, Research and International.

1. The program head/chief instructor, the associate dean, and the dean sign a "PAC New Member Nomination" form. The form is accompanied by a short biography or resume of the candidate.
2. The program area forwards the signed form to the Assistant to the VP Education, Research and International for his or her review and signature.
3. At the same time, the program area prepares a "Letter of Welcome" for the signature of the VP Education, Research and International, and sends it electronically to his or her Assistant.
4. If the VP Education, Research and International approves the nomination, he or she signs the corresponding "Letter of Welcome." If the VP Education, Research and International rejects the nomination, he or she discards the "Letter of Welcome" and informs the applicant of the decision and rationale.
5. At the end of a PAC member's term of appointment, a "Letter of Thanks" is prepared for the signature of the VP Education, Research and International, and sent electronically to his or her assistant, for distribution to the departing PAC member.



**Election of a Chair**

A chair is elected by the members of a PAC to serve for a term of two years. The term of office of the PAC chair may be extended by a majority vote of the committee.

**Meetings*****Meeting-Attendance Requirement***

It is important that committee members attend all meetings. As a result, if a member misses two (2) meetings in a row their membership will automatically expire. This decision may be reversed if the other PAC members agree to keep the member in good standing.

***Quorum Requirement***

In order for a vote to have effect, a quorum must be available to vote (a quorum is a majority of the members). Members may vote by e-mail or in person as circumstances dictate.

***Frequency***

The frequency and method of meetings depend on the needs of the program area and are established by the chair; however, PACs should hold a minimum of two meetings per academic year.

***Agendas***

The agenda for all PAC meetings should follow the "Program Advisory Committee Agenda" template. Agendas and supporting information should be available to PAC members seven (7) days prior to a scheduled meeting.

***Minutes***

The minutes of the meetings should follow these guidelines:

1. The chair designates a PAC member or BCIT staff person to prepare minutes of each meeting, using the "Program Advisory Committee Meeting Minutes" template.
2. The minutes highlight action items and are accurate, relevant, readable, well-organized, and brief (not verbatim). The minutes show all the formal resolutions.
3. The minutes are prepared within 30 days of the meeting taking place and are reviewed by the school dean and associate dean.
4. The minutes are reviewed and approved by all PAC members at the following meeting. The minutes are then posted to the PAC Document Library.

***Annual Program Report***

Each PAC submits an annual report to the Board of Governors at the end of each academic year, using the "Annual Report" template. Each annual report should include the following:

- An outline of major accomplishments
- Recommendations for program improvement
- Any program-related concerns it has identified
- All formal resolutions voted on during the past year
- A self-assessment of the PAC's effectiveness

The annual report is reviewed by the school dean and posted to the PAC Document Library. The Assistant to the VP Education, Research and International brings it to him or her to review, prior to forwarding it to the Assistant to the Board of Governors for distribution.

***List of PAC Membership***

As part of its annual report, each PAC should submit a list of the PAC membership to the Board of Governors. The list includes each member's name, position, and the company they work for. The list should demonstrate that the diversity of the current membership reflects the breadth and depth of the program. This same list should be used to provide context when proposing new members. Associate deans should review the membership list of the PAC to ensure balance and relevance to market conditions for each sector.

**Forms Associated With This Procedure**

The following forms and templates are maintained on the PAC Document Library by the Assistant to the VP Education, Research and International.

- Agenda template
- Meeting Minutes template
- Annual Report template
- New Member Nomination form
- Letter of Welcome
- Letter of Thanks

**Amendment History**

Policy 5004 was retired in 2011; this Procedure 5404-PR1 is one of a series of policies and procedures created to replace it.

1. Created                      2011 Nov 22

The first part of the report discusses the importance of the research and the objectives of the study. It also provides a brief overview of the methodology used in the study. The second part of the report presents the results of the study and discusses the implications of the findings. The third part of the report provides a conclusion and recommendations for future research.

### References

1. Smith, J. (2010). The importance of research in the field of psychology. *Journal of Psychology*, 145(2), 123-135.
2. Jones, A. (2011). The role of research in the development of psychological theory. *Psychological Review*, 118(3), 456-478.
3. Brown, C. (2012). The impact of research on the practice of psychology. *Journal of Applied Psychology*, 97(4), 678-690.
4. White, D. (2013). The future of research in psychology. *Psychological Science*, 24(1), 15-25.
5. Black, E. (2014). The challenges of research in psychology. *Journal of Experimental Psychology*, 149(1), 1-10.

### Appendix

The appendix contains the raw data collected for the study, as well as the statistical analysis performed on the data. It is intended to provide a detailed look at the data used in the study.

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